

Thank you for participating in the application review and hiring process of County employees. It is important for Montgomery County to select the most highly qualified individuals to serve the public. Your participation will keep our county in the forefront of public service.

As part of the Office of Human Resources effort to make the process of selecting an individual faster and more effective, we have partnered with Peopleclick, a company that provides web based application tracking software, to work with us on our staffing process.

As the Human Resource Specialist that serves your department, I am responsible for assigning permissions to requisitions for the purpose of reviewing and selecting applicants. You are receiving this e-mail because you have been identified by your department's management as such a person.

## **CONFIDENTIALITY CLAUSE**

**A statement about confidentiality and our review process: The rating of applications is a confidential process. Please keep any discussions in regards to the rating of applications between any other subject matter experts and the assigned Human Resource Specialist.**

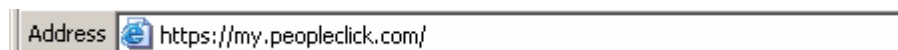
**Hiring Managers are bound to the same degree of confidentiality. Application information remains confidential upon receipt of the certified Eligible List. Only individuals who are involved in the interview and selection process should have access to applicant information.**

**Should you need further explanation about confidentiality and the application review policy, please contact your Human Resource Specialist.**

To view applications, follow these easy steps.

## HIRING MANAGER INSTRUCTIONS

1. Open your web browser (Internet Explorer)
2. Set the website address to [https://my.peopleclick.com/]



3. Enter the company key: **MCGOV**

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Vítejte • Välkommen  
Bienvenue  
Welkom • Bun venit  
환영합니다

**company key**

Enter your company key. If you do not know your company key, please contact your Peopleclick Administrator.

company key

**change** **Cancel**

4. Enter your user name and password. For the first timer, your user name and password are as follows:

Username: [firstname.lastname]

Password: password

Portals: Recruiting Portal

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Vítejte • Välkommen

**company key** **MCGOV**

**user id**

**password**

**portals**

**sign in**

## How to change your password

For security reasons we strongly recommend that you change your password.

On the sign in screen, click on new password (upper right corner)

change company key

new password

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Willkommen • 欢迎  
Benvenuti • Welcome  
歓迎 • Bienvenido  
приветствуем!

company key

MCGOV

user id

password

portals

Recruiting Portal

sign in

The system will prompt you to enter your user id, old password, and new password. After you have entered this information click change and sign on with your new password.

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Vítejte • Välkommen  
Bienvenue

new password

Enter your user id and password, then enter a new password and verify it. Click 'change' to change your password or 'cancel' to go back to the login screen.

user id

firstname.lastname

password


new password

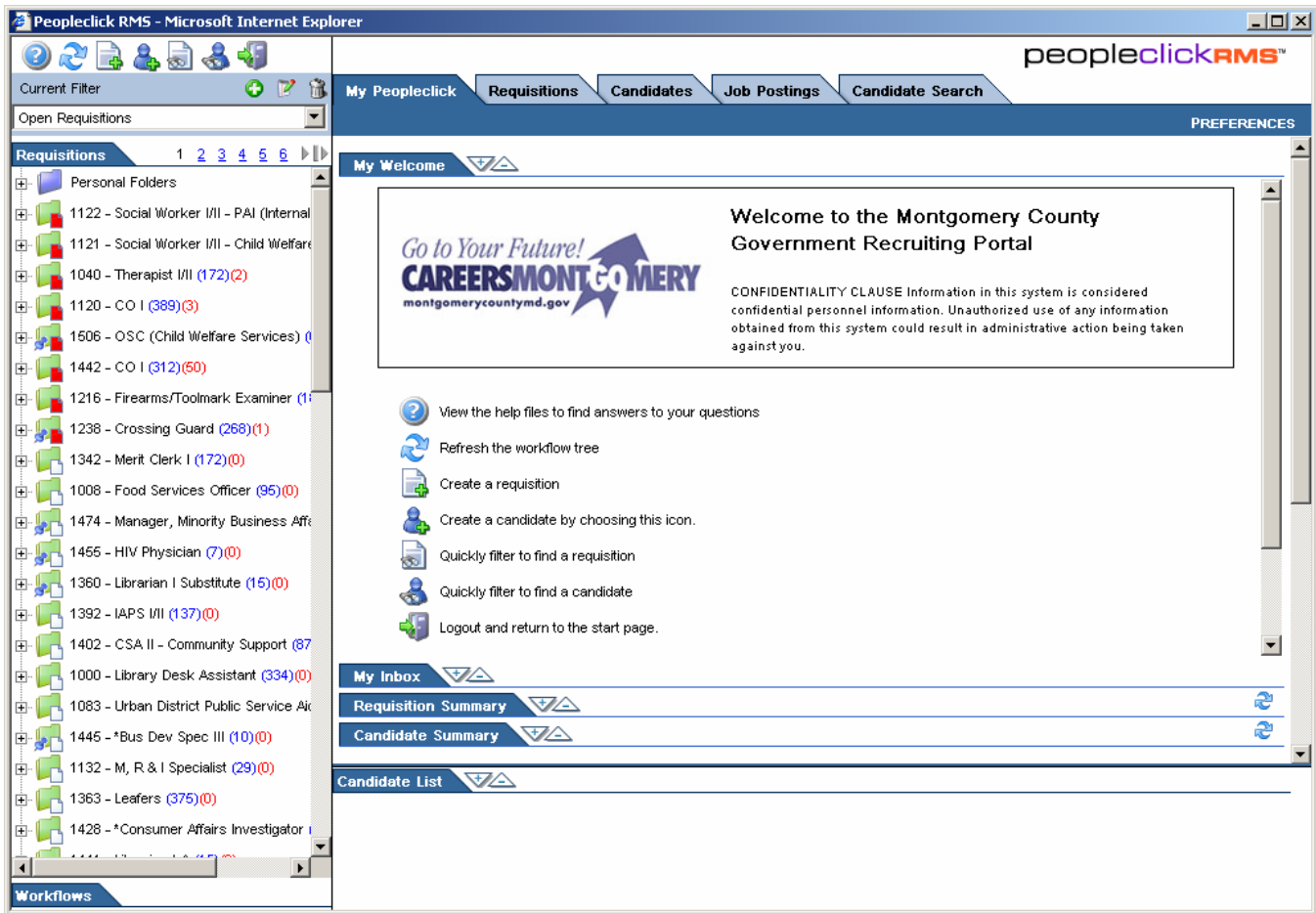
verify password

change

Cancel

## Welcome page

5. Once in the system, you can now review applications by clicking in the appropriate workflow folder on the left hand side of the application. Please apply a single left mouse click on the  sign. Your workflow folder will expand. Keep expanding the workflow folder until you can view applicants or click on the folder itself to see the candidate list frame.



## Moving Candidates

6. Click the workflow folder that contains the set of multiples candidates you want to move. The candidates are displayed in the Candidate List frame, as shown below. The blue number to the right of the requisition simply tells you how many applications are available for you to review in the selected requisition.

Peopleclick RMS - Microsoft Internet Explorer

Current Filter: Open Requisitions

Requisitions: 1 2 3 4 5 6

1008 - Food Services Officer (95)(0)

Inbox (0)

Screened Candidates (0)

Auto Recruiter (0)

Candidates (1)

Duplicate (0)

Not Qualified (0)

Does Not Meet MQs (61)

Rater Review (10)

Schedule for Exam (0)

No Show (0)

Failed Rater Review (0)

Qualified After Review (0)

Well Qualified After Review (0)

Outstanding After Review (0)

Transfer After Review (0)

Eligible List (3)

Expired Applicant (9)

Interview (1)

Not Selected (4)

Recommendation for Offer (0)

Medical Review (0)

Workflows

My Peopleclick Requisitions Candidates Job Postings Candidate Search

My Welcome

Welcome to the Montgomery County Government Recruiting Portal

CONFIDENTIALITY CLAUSE Information in this system is considered confidential personnel information. Unauthorized use of any information obtained from this system could result in administrative action being taken against you.

View the help files to find answers to your questions

Refresh the workflow tree

Create a requisition

Create a candidate by choosing this icon.

Quickly filter to find a requisition

	First Name	Last Name
<input checked="" type="checkbox"/>	JoeTest	TestPeopleclick
<input type="checkbox"/>	PEOPLECLICKWEBI	TESTING DO NOT USE
<input type="checkbox"/>	TEST	TESTING
<input type="checkbox"/>	Roger	Testerman
<input type="checkbox"/>	Robin	Testerman
<input type="checkbox"/>	Test	Tester/JC
<input type="checkbox"/>	test	tester
<input type="checkbox"/>	Jana	Tester
<input type="checkbox"/>	Adam	testanto
<input type="checkbox"/>	Vision	Test5
<input type="checkbox"/>	Vision	Test4

Click the checkbox next to the name(s) of the candidates that you want to move. Then drag and drop to the new folder. Please note the icons listed on the left below.

Check or clear checkboxes

Email selected candidate(s)

Email selected resume(s)

Preview and print selected resume(s)

	First Name	Last Name
<input type="checkbox"/>	JoeTest	TestPeopleclick

## Candidate Resumes and Attachments

7. Hiring Managers can view the applicants resume by clicking on the **RESUME** tab.

The screenshot shows the Peopleclick RMS interface in a Microsoft Internet Explorer browser. The top navigation bar includes tabs for My Peopleclick, Requisitions, Candidates, Job Postings, and Candidate Search. The 'Candidate Search' tab is active, and the 'RESUME' sub-tab is selected. The main content area displays the resume for a candidate named 'TESTING, TEST (34763) Default Profile'. The resume includes sections for Personal Information, Education, Work History, and Veterans Preference. A table at the bottom lists the candidate's work history.

First Name	Last Name
JoeTest	TestPeopleclick
PEOPLECLICKWEBI	TESTING DO NOT USE
TEST	TESTING
Roger	Testerman


Resumes for candidates that applied on paper are usually found under the **DOCUMENTS** tab; click on the Download this file icon to open the attachment.

The screenshot shows the Peopleclick RMS interface with the 'DOCUMENTS' tab selected. The main content area displays a table of attachments for the candidate 'Barnes, Applicant (00000) Test Requisition'. The table has columns for Type, Name, Created On, Created By, Modified On, and Modified By. There is one attachment listed: 'Application' with name 'Barnes1120', created on Tuesday, May 31, 2006 3:54:39 PM, by 'SOS SOS'.

Type	Name	Created On	Created By	Modified On	Modified By
Application	Barnes1120	Tuesday, May 31, 2006 3:54:39 PM	SOS SOS	Tuesday, May 31, 2006 3:54:39 PM	SOS SOS

## Preferred Criteria

8. Make sure to review the preferred criteria (if applicable). The preferred criteria can be found under the candidate **PROFILES** tab.



**My Peopleclick**

**Requisitions**

**Candidates**

**Job Postings**

**Candidate Search**

RESUME | CANDIDATE INFO | **PROFILES** | DOCUMENTS

Same, Applicant (00000) HR Intern

**Veterans Preference**

**Preferred Criteria**

**Preferred Criteria**

I meet the above requirements because my training in Historical research has prepared me for a working environment's research and analysis.

I have always had strong work ethics and my communication skills are great.

I have done many group projects in college that have allowed me to demonstrate my strong cooperative skills.

I also have been trained thoroughly in basic computer programs like Word Excel and Power Point.

**Search Summary**

1 to 24 of 24 results

	<u>First Name</u>	<u>Last Name</u>
<input checked="" type="checkbox"/>	JoeTest	TestPeopleclick
<input type="checkbox"/>	PEOPLECLICKWEBI	TESTING DO NOT USE
<input type="checkbox"/>	TEST	TESTING

## Candidate Contact Information for Hiring Managers

9. Hiring Managers now have the ability to see Candidate Contact Information.

peopleclickRMS™

**My Peopleclick** **Requisitions** **Candidates** **Job Postings** **Candidate Search**

RESUME | **CANDIDATE INFO** | PROFILES | DOCUMENTS

TestPeopleclick, JoeTest (41414) Default Profile

**Candidate Summary**

**General Info**

<b>Candidate ID</b>	41414	<b>Rank</b>	Medium
<b>Candidate Pool</b>	External		
<b>Name</b>	JoeTest TestPeopleclick	<b>Primary Phone</b>	+1 (999) 999-9999
<b>Address 1</b>	123 Oak Lane	<b>Secondary Phone</b>	
<b>State/Province</b>	North Carolina	<b>Email</b>	support@peopleclick.com
<b>Country</b>	United States	<b>City</b>	Apex
<b>Resident Alien</b>		<b>Postal Code/Zip</b>	27612
<b>Citizen</b>		<b>Highest Level Education</b>	College - Freshman Year

**Search Summary**

1 to 24 of 24 results

	<a href="#">First Name</a>	<a href="#">Last Name</a>
<input type="checkbox"/>	JoeTest	TestPeopleclick

I hope this helps you on your way to using our new Peopleclick applicant tracking system. Should you have any questions or concerns about the system, please contact your Human Resource Specialist.

Office of Human Resources  
Montgomery County Government